

**CONFIDENTIAL**

January 11, 1949

MEMORANDUM FOR: Chief, Communications Division, OSO

SUBJECT: Distribution of OPC Cables to the Director.

1. The Communications Division will prepare a folder containing all incoming and outgoing OPC cables for the Director, including references where appropriate.
2. These cable folders will be hand-carried to the Director's Office twice daily.
3. Urgent and priority cables will be processed individually and will be hand-carried promptly to the Director's Office, unless time of receipt coincides with the preparation of the cable folder for the Director.
4. It will be the responsibility of the OPC stand-by officer after 1700 daily, on week-ends and holidays to keep the Director informed of operation matters which he believes would be of immediate interest to the Director.

R. H. HILLENKOTTER  
Rear Admiral, USN  
Director of Central Intelligence

Copies to:

AD OPC  
AD SO

*Director's files*

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